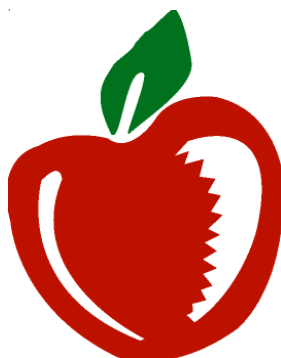


# APLE Assumption Program of Loans for Education



## 2008-09 Out-of-State Teachers *Coordinator's Guide*

**T**he California Student Aid Commission (Commission) is pleased to announce the start of the application processing cycle for APLE for Out-of-State Teachers.

### What is APLE for Out-of-State Teachers?

The APLE for Out-of-State Teachers is designed to encourage out-of-state teachers to seek K-12 teaching positions in California's public schools. Selected participants will be eligible for the assumption of up to \$19,000 of their outstanding educational loans in return for four consecutive years of full-time teaching service in a designated subject matter shortage area or in schools serving large populations of students from low-income families, low-performing schools, schools serving rural areas, state special schools, or in schools with a high percentage of emergency permit teachers.

California's County Offices of Education (County Office) are responsible for recruiting new *interested out-of-state applicants*. The allocations of 100 APLE for Out-of-State Teachers are distributed among the 59 California County Offices. Each County Office receives at least one application. The rest are allocated based on the number of applications received in a district by out-of-state teachers applying for teaching positions. The number of allocations assigned to your County Office is indicated in the allocation spreadsheet included with Applicant Selection and Statistics Summary enclosed with the Application/Nomination Packet. Additionally, you are being provided with an application for each allocation designated to your County Office during the initial allocation process. If additional applications are needed, please feel free to make copies.

### How to contact the Commission-

**Write** to the Commission at:

California Student Aid Commission, ATTN: APLE Out-of-State, P.O. Box 419029, Rancho Cordova, CA 95741-9029.

**Call** the Commission's Specialized Programs Operations Branch at: (888) 224-7268, Option 3

Monday-Friday 8:00 a.m.- 4:50 p.m.

**Fax** the Commission at: (916) 464-7977

**E-mail** the Commission at: [specialized@csac.ca.gov](mailto:specialized@csac.ca.gov)

### Program Description

Out-of-state teachers must obtain a position in a K-12 California public school teaching in either a designated subject matter shortage area, or in schools serving large populations of students from low-income families, low-performing schools, state special schools, schools serving rural areas, or in schools with a high percentage of emergency permit teachers. In return for up to four consecutive years of teaching service, the Commission may assume up to \$11,000\* of a participant's outstanding student loan balance.

**\*Note:** APLE participants who agree to, and provide, four years of consecutive teaching service in math, science, or education specialist instruction (formerly special education) may receive up to \$1,000 of additional loan assumption benefits each year for a total of \$15,000. Another \$1,000 of benefits each year may be received by persons who teach math, science or education specialist instruction in a school ranked in the lowest 20th percentile of the Academic Performance Index, for a total of up to \$19,000.

### Loan Assumption Agreement (Agreement)

Once accepted into the APLE, eligible participants must sign an Agreement to receive benefits. The Agreement stipulates that the Commission will authorize loan assumption payments provided the participant:

- a) performs up to four consecutive years of service in the teaching area indicated on the Agreement, *and*
- b) complies with all other program requirements.

**Note:** The teaching service area listed on the Agreement cannot be changed without the written approval of the Commission.

# APLE Out-of-State Teachers Coordinator's Guide

## Eligible APLE applicants must:

- ◆ Hold a teaching credential from their previous state of legal residence
- ◆ Have not consolidated educational loans with a spouse or parent
- ◆ Have received one or more of the following educational loans: Stafford Student Loan (Subsidized/Unsubsidized), Federal Direct Student Loan (Subsidized/Unsubsidized), Perkins/National Direct Student Loan, Supplemental Loans for Students, or Consolidation Loan Program Loans issued to students through institutions of higher education for the purpose of defraying costs associated with obtaining a post-secondary degree or an initial teaching credential
- ◆ Have no repayment obligation for any state or federal educational grants and be in good standing with repayment of any state or federally insured educational loans

APLE legislation requires that in addition to meeting the eligibility criteria, selected applicants must be judged by the employing institution as having outstanding ability on the basis of criteria that may include, but need not be limited to, any of the following:

- ◆ grade point average
- ◆ test scores
- ◆ faculty recommendation
- ◆ interviews
- ◆ other recommendations

Each County Office of Education must allow all interested out-of-state teachers to submit applications if they meet the APLE eligibility criteria. County Offices may develop their own selection criteria and procedures for the nomination process. However, selection criteria should not be so restrictive that the initial allocation of applicants cannot be met. The individual County Office Coordinators are responsible for notifying applicants of their selection criteria, procedures, and application deadlines.

## Packet Contents

The Application/Nomination Packet also includes the following information and forms to assist you in the application and nomination process:

- ◆ APLE for Out-of-State Teachers Coordinator's Guide
- ◆ Application Selection and Statistics Summary
- ◆ APLE for Out-of-State Teachers Application

Please read the enclosed information carefully.

## Reallocation of unused applications

The Commission will reallocate and redistribute all unused allocated applications. County Offices that use the initial allocation and identify a need for additional allocations are eligible to receive additional applications. To expedite the reallocation process, completed applications for **all** qualifying applicants who wish to be considered for possible reallocations must be submitted at the same time that initial applications are turned in.

The Commission may use applications submitted for reallocation to replace ineligible applications submitted for the initial allocation process. Reallocated applications will be selected based on the priority listed in Section B of the Applicant Selection and Statistics Summary.

## Submission of applications

Coordinators must provide an *APLE for Out-of-State Teachers Application* to **all interested out-of-state teachers**.

Once all forms have been reviewed for accuracy and completeness and applicants selected, the Coordinator must list each applicant's name and Social Security number on the reverse side of the Applicant Selection and Statistics Summary.

The APLE Coordinator must submit the following documents to the Commission:

- ✓ Applicant Selection and Statistics Summary
- ✓ APLE applications (including a copy of their out-of-state credential) for each applicant listed on the summary sheet

The Commission will continue to accept applications if unused allocations are available. You may continue accepting eligible applications until notified by the Commission.

## Loan Assumption Agreement (Agreement)

The Commission will issue an Agreement to each eligible applicant. The applicant must sign and return the Agreement to the Commission to be certified as a participant in the APLE for Out-of-State Teachers. The Commission will mail a list of participants to each County Office after all of the allocations have been filled.





## Applicant Selection and Statistics Summary 2008-09 APLE for Out-of-State Teachers

*To be completed by the APLE Out-of-State  
Program Coordinator*

1. Indicate the number of teachers who **completed** for APLE Out-of-State: \_\_\_\_\_

2. Indicate the number of teachers who met your selection criteria: \_\_\_\_\_

3. Indicate the number of teachers who were selected as candidates: \_\_\_\_\_

*Note: List names of selected candidates in Section A on the reverse side of this form.*

4. If any reallocated applications are available, indicate how many you need: \_\_\_\_\_

*Note: List the names of the applicants in Section B on the reverse side of this form.*

5. Indicate the criteria your institution used in selecting applicants: (Check *all* that apply)

- \_\_\_\_\_ Test Scores  
\_\_\_\_\_ Interviews  
\_\_\_\_\_ Essay  
\_\_\_\_\_ Faculty Evaluations  
\_\_\_\_\_ Teaching Experience  
\_\_\_\_\_ Loan Debt  
\_\_\_\_\_ Other (Identify) \_\_\_\_\_

*By providing my signature, I understand that:*

- ✓ I have enclosed an application for each APLE Out-of-State teacher applicant.
- ✓ I have listed potential reallocation applicants in Section B and I have included applications for these interested applicants.
- ✓ I have verified that each applicant's teaching credential is compatible with his/her designated teaching subject area.
- ✓ I have verified that all applicants have been selected based on their outstanding ability, as determined by the selection criteria detailed in Item #5, left.
- ✓ I have reviewed the selected applications to ensure that the teachers will provide qualifying teaching service in a subject shortage area or school designated in Item #12 in the application.
- ✓ I understand that these applications will undergo further review by the Commission and only those teachers who meet all program requirements will be selected as APLE Out-of-State participants.
- ✓ I understand that our school districts may be required to verify the information provided on this summary sheet, *and*
- ✓ I have not nominated an applicant who started teaching in California prior to the current academic year.

### Coordinator Information

Signature \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_

E-mail address \_\_\_\_\_

County \_\_\_\_\_

Telephone number \_\_\_\_\_

Please return this form, an application and a copy of their out-of-state credential, for each applicant listed on the reverse side of this form to:

California Student Aid Commission  
Specialized Programs Operations Branch  
Attn: APLE Out-of-State  
P.O. Box 419029  
Rancho Cordova, CA 95741-9029



**Section A:** Initially allocated and selected applicants

1. Name \_\_\_\_\_  
SSN \_\_\_\_\_

2. Name \_\_\_\_\_  
SSN \_\_\_\_\_

3. Name \_\_\_\_\_  
SSN \_\_\_\_\_

4. Name \_\_\_\_\_  
SSN \_\_\_\_\_

5. Name \_\_\_\_\_  
SSN \_\_\_\_\_

6. Name \_\_\_\_\_  
SSN \_\_\_\_\_

7. Name \_\_\_\_\_  
SSN \_\_\_\_\_

8. Name \_\_\_\_\_  
SSN \_\_\_\_\_

9. Name \_\_\_\_\_  
SSN \_\_\_\_\_

10 Name \_\_\_\_\_  
SSN \_\_\_\_\_

11 Name \_\_\_\_\_  
SSN \_\_\_\_\_

12 Name \_\_\_\_\_  
SSN \_\_\_\_\_

13 Name \_\_\_\_\_  
SSN \_\_\_\_\_

14 Name \_\_\_\_\_  
SSN \_\_\_\_\_

15 Name \_\_\_\_\_  
SSN \_\_\_\_\_

**Section B:** Applicants to be considered for possible *reallocated* applications

1. Name \_\_\_\_\_  
SSN \_\_\_\_\_

2. Name \_\_\_\_\_  
SSN \_\_\_\_\_

3. Name \_\_\_\_\_  
SSN \_\_\_\_\_

4. Name \_\_\_\_\_  
SSN \_\_\_\_\_

5. Name \_\_\_\_\_  
SSN \_\_\_\_\_

6. Name \_\_\_\_\_  
SSN \_\_\_\_\_

7. Name \_\_\_\_\_  
SSN \_\_\_\_\_

8. Name \_\_\_\_\_  
SSN \_\_\_\_\_

9. Name \_\_\_\_\_  
SSN \_\_\_\_\_

10 Name \_\_\_\_\_  
SSN \_\_\_\_\_

11 Name \_\_\_\_\_  
SSN \_\_\_\_\_

12 Name \_\_\_\_\_  
SSN \_\_\_\_\_

13 Name \_\_\_\_\_  
SSN \_\_\_\_\_

14 Name \_\_\_\_\_  
SSN \_\_\_\_\_

15 Name \_\_\_\_\_  
SSN \_\_\_\_\_

**Attach additional sheets if necessary.**